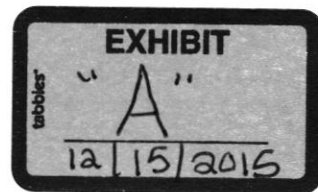


**Minute Entry for  
CASCADE COUNTY  
Commission Journal #55  
December 15, 2015**

This minute entry relates to the previous minutes dated December 1, 2015 which were a Bid Opening for the Cascade County Courthouse Cooper Roof Replacement project.

There were two bids received on this date one from Renaissance Roofing, Rockford, Illinois with a base bid of \$3,325,000 and James Talcott Construction, Great Falls, Montana with a base bid of \$3,798,000 (see exhibit "A" for previous minutes). During the Bid Opening the staff noted that the CTEP proposal form, Schedule of DBE's and the Bidders List was not submitted by Renaissance Roofing. Also the Schedule of DBE's and Bidders List from James Talcott Construction was not completed. It was decided to take the bids under advisement and the meeting was adjourned.

On this date, December 15, 2015 I Marie Johnson-Recorder received an email from Kim Thiel-Schaaf -Grant Manager (see exhibit "B"). This email states that the (2) two bids are being rejected as "unqualified" due to missing items. She also requested responses from the (3) three Commissioners on this matter. All (3) three Commissioners responded by email (see exhibits "C", "D", and "E") in favor of rejecting the bids.



**December 1, 2015 – 2:00 p.m.  
Commission Chambers  
Courthouse Annex  
325 2nd Avenue North, Room 111  
Great Falls, Montana 59404**

Bid Opening for the Cascade County Courthouse Copper Roof Replacement  
*These minutes are paraphrased and reflect the proceedings. MCA 7-4-2611 (2) (b).*

**Staff:** Brian Clifton, Jim Ekberg, Kim Thiel-Schaaf, and Michaela Fraser.

**Public Present:** Paul Filicetti of A&E Architects, Larry Meyers of WJE Associates, Bob Raleigh, and Brad Talcott.

Brian Clifton formally began the bid opening stating that two (2) bids were received for the Cascade County Courthouse roof replacement project one from Renaissance Roofing and the other from James Talcott Construction.

**Bid from Renaissance Roofing, Rockford, Illinois:**

The base bid is \$3,325,000

With an alternate #1 bid of \$124,000

This packet included a bid proposal form; addendums 1, 2, 3; complete bid security form, CTEP proposal form (which was not submitted); Schedule of DBEs (which was not submitted); and the Bidders List (which was not submitted).

**James Talcott Construction, Great Falls, Montana:**

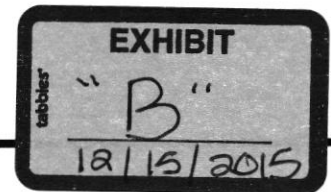
The base bid is \$ \$3,798,000

With an alternate #1 bid of \$295,000

This packet included a bid proposal form; addendums 1, 2, 3; complete bid security form, CTEP proposal form; Schedule of DBEs (which was not completed); and the Bidders List (which was not completed).

Brian Clifton thanked everyone for coming. He informed the public that he would take the bids under advisement and meet with the architects to review before coming to the Commission with a recommendation. Adjournment 2:05 p.m.

**Johnson, Marie**



**From:** Thiel-Schaaf, Kimberliegh  
**Sent:** Tuesday, December 15, 2015 10:08 AM  
**To:** \_commission; Johnson, Marie; Moore, Rina; Fogerty, Bonnie  
**Cc:** Clifton, Brian; Meyers, Larry; 'pfilicetti@aearchitects.com'; 'jmcDonald@aearchitects.com'; Shannon, Carey  
**Subject:** Rejection of Courthouse Bids

Commissioners,

After a phone conference today with our design consultant on the Courthouse Roof Project, we will be rejecting all the bids as "unqualified". The two we received are not qualified due to three missing items that are clearly specified in the list of items that must be submitted in order to be a qualified bid. Those items are:

CTEP Proposal – this is an absolute requirement of CTEP. One firm submitted it and the other did not

DBE Form – this is an absolute requirement of CTEP. Neither firm submitted a signed form

Bidders List – this is an absolute requirement of CTEP and is to be submitted on the required signed form. Neither firm submitted a signed form.

For these reasons there are no qualified bidders and all bids will be rejected in accordance with Federal Procurement requirements. I have asked Carey Ann if there is anything beyond sending the two firms a letter that should be done, and she has indicated I should send you this email and notify you of the reasons we are rejecting the bids and request that you acknowledge your concurrence with this decision. If you will please send me a response for the file, I would appreciate it.

Thank you.



*Kim Thiel-Schaaf*

Grant Manager/Acting Aging Services Director

Cascade County Courthouse Annex

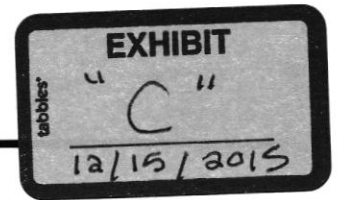
325 2<sup>nd</sup> Ave N, Room 103

Great Falls, MT 59401

Phone: Grants Office: (406) 454-6759 Aging Services: (406) 454-6990

Email: [kthiel-schaaf@casadecountymt.gov](mailto:kthiel-schaaf@casadecountymt.gov)

**Johnson, Marie**



**From:** Briggs, Joe  
**Sent:** Tuesday, December 15, 2015 10:58 AM  
**To:** Thiel-Schaaf, Kimberliegh; \_commission; Johnson, Marie; Moore, Rina; Fogerty, Bonnie  
**Cc:** Clifton, Brian; Meyers, Larry; 'pfilicetti@aearchitects.com'; 'jmcDonald@aearchitects.com'; Shannon, Carey  
**Subject:** RE: Rejection of Courthouse Bids

I agree with the rejection of the bids.

Joe Briggs  
Cascade County Commission

----- Original message -----

**From:** "Thiel-Schaaf, Kimberliegh" <kthiel-schaaf@cascadecountymt.gov>  
**Date:** 12/15/2015 10:09 AM (GMT-07:00)  
**To:** \_commission <commission@cascadecountymt.gov>, "Johnson, Marie" <mjohnson@cascadecountymt.gov>, "Moore, Rina" <rmoore@cascadecountymt.gov>, "Fogerty, Bonnie" <bfogerty@cascadecountymt.gov>  
**Cc:** "Clifton, Brian" <bclifton@cascadecountymt.gov>, "Meyers, Larry" <LMeyers@wje.com>, "pfilicetti@aearchitects.com" <pfilicetti@aearchitects.com>, "jmcDonald@aearchitects.com" <jmcDonald@aearchitects.com>, "Shannon, Carey" <cshannon@cascadecountymt.gov>  
**Subject:** Rejection of Courthouse Bids

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Johnson, Marie

From:

Sent:

To:

Cc:

Subject:

RE: Rejection of Courthouse Bids

Larson, James  
Tuesday, December 15, 2015 11:23 AM  
Thiel-Schaaf, Kimberliegh; \_commission; Johnson, Marie; Moore, Rina; Fogerty, Bonnie  
Clifton, Brian; Meyers, Larry; 'pfilicetti@aeearchitects.com'; 'jmcDonald@aeearchitects.com';  
Shannon, Carey

Kim,

If the requirements are not met then we should reject the bids.  
Thank you for the complete reasons for refusal.

Jim

From: Thiel-Schaaf, Kimberliegh

Sent: Tuesday, December 15, 2015 10:08 AM

To: \_commission<commission@cascadecountymt.gov>; Johnson, Marie<mjohnson@cascadecountymt.gov>; Moore,

Rina<rmoore@cascadecountymt.gov>; Fogerty, Bonnie<bfogerty@cascadecountymt.gov>

Cc: Clifton, Brian<bclifton@cascadecountymt.gov>; Meyers, Larry<LMeyers@wje.com>; 'pfilicetti@aeearchitects.com';

'pfilicetti@aeearchitects.com'; 'jmcDonald@aeearchitects.com'; 'jmcDonald@aeearchitects.com'; Shannon, Carey

Subject: Rejection of Courthouse Bids

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Thank you.



Kim Thiel-Schaaf

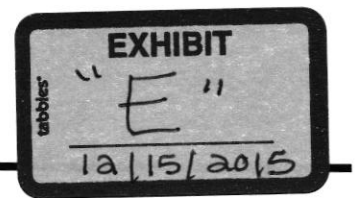
Grant Manager/Acting Aging Services Director  
Cascade County Courthouse Annex

325 2nd Ave N, Room 103

Great Falls, MT 59401

Phone: Grants Office: (406) 454-6759 Aging Services: (406) 454-6990  
Email: kthiel-schaaf@cascadecountymt.gov

**Johnson, Marie**



**From:** Weber, Jane  
**Sent:** Tuesday, December 15, 2015 1:58 PM  
**To:** Thiel-Schaaf, Kimberliegh; \_commission; Johnson, Marie; Moore, Rina; Fogerty, Bonnie  
**Cc:** Clifton, Brian; Meyers, Larry; 'pfilicetti@aearchitects.com'; 'jmcDonald@aearchitects.com'; Shannon, Carey  
**Subject:** RE: Rejection of Courthouse Bids

Kim – I spoke to Brian earlier today, and I agree we should reject the bids, as non-qualified.

\*\*\*\*\*

Jane Weber, Cascade County Commissioner  
325 2<sup>nd</sup> Avenue North  
Great Falls, MT 59401  
Phone: 406-454-6814  
Cell: 406-781-0741  
Fax: 406-454-6945

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**From:** Thiel-Schaaf, Kimberliegh  
**Sent:** Tuesday, December 15, 2015 10:08 AM  
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**Cc:** Clifton, Brian; Meyers, Larry; 'pfilicetti@aearchitects.com'; 'jmcDonald@aearchitects.com'; Shannon, Carey  
**Subject:** Rejection of Courthouse Bids

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Thank you.



Kim Thiel-Schaaf

Grant Manager/Acting Aging Services Director  
Cascade County Courthouse Annex  
325 2<sup>nd</sup> Ave N, Room 103  
Great Falls, MT 59401  
Phone: Grants Office: (406) 454-6759 Aging Services: (406) 454-6990  
Email: [kthiel-schaaf@casadecountymt.gov](mailto:kthiel-schaaf@casadecountymt.gov)